

31 December 1998

Cadet Programs
CADET PROGRAM MANAGEMENT

This regulation provides guidance and procedures for those who conduct the Civil Air Patrol (CAP) cadet program. Supplements are not authorized, except as specifically noted, or when approved by HQ CAP/CP.

The use of action words found in this regulation (may, should and will) are to be interpreted in the following manner: May – suggested; Should – strongly recommended; Will – required.

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PHASE-IN PERIOD (CAPM 50-16 is changed to CAPR 52-16):

Effective with the release of this regulation, the following phase-in periods take effect:

1. The phase-in period for CAPR 52-16 will begin the first day of the month after the regulation hits the streets.
2. Any cadet who is a member after the beginning of the phase-in period will follow the new achievement and grade plan found in CAPR 52-16.
3. Any cadet who is a member before the beginning of the phase-in period has the option to stay in the achievement and grade plan found in CAPM 50-16 until they reach the end of their current Phase under CAPM 50-16, or they may opt to follow the achievements and grade plan found in CAPR 52-16 immediately.
4. Discretionary grades for cadets choosing to stay with CAPM 50-16 will be eliminated after 31 December 1999.
5. The CAPM 50-16 plan will be completely eliminated after 31 December 2000.
6. Once a cadet completes their current Phase under CAPM 50-16, they will automatically be placed under the new achievement and grade plan found in CAPR 52-16.
7. Once a cadet participates in the new achievement and grade plan found in CAPR 52-16, they will stay in the new plan.
8. After the beginning of the phase-in period, cadets completing the Mitchell Award under either plan will be promoted to the grade of cadet second lieutenant (C/2d Lt). Naturally, those cadets completing Achievement 8 in CAPM 50-16 will note that the grade of C/2d Lt has already been conferred, so there will be no new grade conferred.
9. After the beginning of the phase-in period, the cadet sergeant grade under CAPM 50-16 will immediately be known as the cadet senior airman (C/SrA) grade.

Supersedes CAPM 50-16, 1 March 1994.

OPR: CPC

Distribution: In accordance with CAPR 5-4; additional copies are purchase item only.

Chapter 1 OVERVIEW

1-1. General. The mission of the CAP Cadet Program is to provide the youth of our nation a quality program that enhances their leadership skills through an interest in aviation, and simultaneously provide services to the United States Air Force and the local community.

a. Commanders are responsible for conducting the cadet program in accordance with this regulation. Common sense and good judgment will be exercised in appointing qualified senior members to work with cadets.

b. The cadet program permits every cadet to

(1) participate in a variety of special activities and programs,

(2) develop the knowledge, skills, and attitudes necessary for understanding aerospace principles, and the total impact of air and space vehicles upon society,

(3) learn self-discipline through study of leadership practices and military training,

(4) understand and appreciate the moral issues of our time through discussion and debate and

(5) become and remain physically fit through a physical fitness program.

c. Through study and performance, cadets work through a series of achievements. As cadets progress, they may receive ribbons, certificates, and eligibility for nationally sponsored special activities, or eligibility to apply and compete for academic and flight scholarships.

d. An increase in grade is recognition that the individual is capable of accepting increased responsibility.

1-2. Cadet Organization and Staff.

a. The cadet staff is part of the organizational structure shown in CAPM 20-1, *Organization of Civil Air Patrol*. Although the squadron is the basic unit of CAP, it may be subdivided into flights and each flight may be subdivided into a maximum of four elements. An element leader commands each element and the flight has a flight commander, flight sergeant and a guide.

b. The cadet commander of the squadron has cadet officers on his or her staff and one first sergeant. Any cadet may fill a cadet staff position without regard to the cadet's grade. However, service as a Phase I or Phase II cadet in these positions will not be credited toward the staff officer requirements in Phases III and IV.

c. Any cadet may also be appointed to positions at group, wing, region and national levels with the appropriate commander's approval.

1-3. Program Elements. The cadet program consists of a series of achievements in four phases. Certain requirements will be accomplished before receiving credit for each achievement:

a. **Activities.** The nature of the activities a squadron undertakes is up to the local squadron. Each cadet will participate in squadron activities in order to complete each achievement. There are some important considerations to remember:

(1) Activities will be cadet oriented and capture the interest of the cadet membership. Cadets should participate in planning and leading the activity.

(2) Activities will be meaningful. There should be a goal to the activity with at least one objective measurement (a measure of success) that is tracked. These measurements enable the commander to make decisions that may improve the activity.

(3) Activities will be well planned. Units should establish an "Activities Committee" to assist in planning the activities program.

(4) All activities will emphasize safety.

(a) Refer to CAPR 62-1, *CAP Safety Responsibilities & Procedures*, for safety guidance.

(b) Refer to CAPR 62-2, *Mishap Reporting and Investigation*, and CAPR 35-2, *Notification Procedures In Case of Death, Injury, or Serious Illness*, for details on what to do if an accident has occurred.

b. **Physical Fitness.** Each cadet is expected to complete the appropriate conditioning program and maintain a physical fitness category as defined in CAPR 52-18, *Cadet Physical Fitness Test Manual*. Cadets will be enrolled in one of three fitness categories as defined in CAPR 52-18.

c. **Leadership.** The *Leadership: 2000 and Beyond* text establishes procedures for a successful leadership training program. The unit's testing officer ensures that the cadets are tested promptly when they are ready.

(1) A leadership test is required for most achievements. The Mitchell Award, the Earhart Award, and the Spaatz Award also have a comprehensive exam, which includes a leadership portion.

(2) The proper wear of the uniform is outlined in CAPM 39-1, *Civil Air Patrol Uniform Manual*. Cadets will wear the uniform properly as part of their leadership training.

(3) Achievement eight and achievement 16 include a speech and writing assignment. An excellent guide to help the cadet in completing this assignment is AFH 33-337, *The Tongue and Quill*. The latest edition can be downloaded or viewed from the national CAP web site at www.cap.af.mil/nhq/pubs/pubs.htm.

(4) Duty analyses are used in Phase III and Phase IV achievements and are defined in CAPP 52-14, *Staff Duty Analysis Guides*. For each achievement in these phases, the cadet becomes familiar with the respective staff positions. The cadet will perform the duties of one of the staff positions listed in each phase. Cadets in these positions learn from their senior member counterparts the duties of these staff positions as they work together.

d. **Aerospace Education.** *Aerospace: The Flight of Discovery* is the text used to conduct this portion of the program.

(1) Aerospace Education (AE) is a combined self-study and group-study program. Instructors should conduct classes and group sessions that support the cadet's self study.

(2) Each cadet in Phase I and Phase II should be assigned to an AE mentor who will assist and guide the cadet towards mastery of the materials. Senior members, cadet sponsor members, and Phase III or IV cadets should be identified and used to act as aerospace mentors. Mentors should take an active responsibility for the individual cadet's success (see CAPP 52-6, *Mentoring*). The unit may purchase the *Aerospace: The Flight of Discovery Instructor Guide* and *Student Study Guide* from the CAP Bookstore to assist the mentors in guiding the aerospace portion. Also, check the national CAP web site (www.cap.af.mil) for links to excellent AE guides.

(3) An aerospace test is required for many of the achievements. The Mitchell Award, the Earhart Award, and the Spaatz Award exams also include comprehensive aerospace portions.

e. Moral Leadership. Unit commanders are to provide a moral leadership program for cadets. Each squadron should have an approved chaplain or moral leadership officer (MLO) to coordinate the program. Commanders will work with the wing chaplain in getting qualified chaplains and MLOs appointed. For units without a chaplain or MLO, the commander may appoint a senior member to conduct moral leadership training.

(1) Although coordinated by available chaplain service personnel, this is not a religious meeting, but a moral leadership forum designed to allow cadets to examine their own moral standards and values in the framework of a guided discussion.

(2) Guidance for conducting the moral leadership program is found in CAPP 265-2, *Values for Living*. Copies of this pamphlet are available from the National Staff Chaplain, HQ CAP-USAF/HC. Field activities and videos may be used to facilitate moral leadership discussions. Civilian clergy and other community resource leaders may be invited to participate when accompanied by a CAP senior member.

(3) The moral leadership program should be conducted at least once a month. To advance as a cadet, participation in the program is required. Cadet discussion leaders and recorders should be given prior notice of their roles to allow them time to adequately prepare.

1-4. Policies and Restrictions.

a. Proper Supervision. Unit commanders will take all reasonable measures necessary to protect cadets from harm while under CAP supervision. Senior members will be present at all activities. CAP guidelines on the Cadet Protection Policy are found in CAPR 52-10, *Cadet Protection Policy*, and taught in CAPP 50-3, *CAP Cadet Protection Training Instructor's Guide and Student Materials*.

b. Firearms. There will be no firearms, air guns, paint guns, or any shooting device that could be used as a weapon at any cadet activity. The only exceptions to this policy are:

(1) **Deactivated Firearms.** Cadets may use facsimile or deactivated firearms only as part of an honor guard or color guard. A deactivated firearm is one that will prevent the insertion of ammunition or the firing of a

weapon. A facsimile is a copy that is not capable of firing ammunition.

(2) **Firearm Training.** CAP personnel may participate in firearm training only after the wing commander approves the request in writing, in advance, on a case-by-case basis, and only when it is:

(a) sponsored and supervised by qualified military rifle-range personnel on military installations or

(b) sponsored and supervised by qualified personnel of the National Rifle Association, National Skeet Shooting Association, or Amateur Trap Shooting Association.

(3) **CAPR 900-3.** The firearm policies noted in CAPR 900-3, *Firearms – Assistance to Law Enforcement Officials*, will be followed.

c. Tobacco Products, Alcoholic Beverages, Illegal Drugs.

(1) CAP cadets, regardless of age, will not possess, chew or consume tobacco products (unless prescribed by a doctor), alcoholic beverages or illegal drugs, in any form, while participating in any CAP activity.

(2) Senior members should exercise discretion when drinking alcoholic beverages or using tobacco products at CAP activities when cadets are present. Seniors should avoid drinking alcohol or using tobacco at all times when they are directly working with cadets or when they are in a confined space with cadets. Additionally, seniors who are not working with cadets should avoid excessive alcohol consumption when they can reasonably expect to encounter cadets thereafter. Commanders may augment these rules as appropriate for specific situations, including, but not limited to, establishing designated smoking and non-smoking areas or designating areas as "off-limits" to cadets.

d. Ultralight Vehicles. Ultralights, aerolights, or any similar type vehicle will not be flown in any cadet activity (See CAPR 60-1, *CAP Flight Management*).

e. Parachuting. Parachuting, para-sailing or any associated training is prohibited as a cadet activity.

f. Rappelling.

(1) Rappelling at CAP activities will be conducted only under the following conditions:

(a) On DoD installations by qualified DoD rappel-masters.

(b) Under the supervision of current and qualified DoD rappel-masters.

(c) Using only equipment properly inspected and approved for use by qualified DoD rappel-masters.

(2) Region commanders may authorize use of commercial instructors, facilities and/or equipment provided a written waiver is granted prior to the start of the activity. The region commander must be satisfied that the rappelling activity will be carried out with the utmost regard for safety, and that commercial installations, instructors and/or equipment meet or exceed established DoD standards.

(3) CAP units that are dual-chartered with the Venturing Scout program will conduct rappelling within this regulation or clearly and unmistakably conduct itself

under the auspices of the scouting rappelling program only.

g. Mission Activity. Cadets may participate on Air Force and other missions provided they meet the established criteria as outlined in CAPR 50-15, *CAP Operational Missions*.

h. Policy on Abuse. The CAP, like other youth organizations, will be alert to situations of potential abuse of cadet members. CAP members are expected to avoid even the appearance of impropriety involving cadets and to report suspected abuse immediately. CAP is committed to doing everything reasonably possible to combat the potential for child abuse within our organization.

(1) This commitment has lead to a comprehensive youth protection policy outlined in CAPR 52-10, *Cadet Protection Policy*, and explained in detail in CAPP 50-3, *CAP Cadet Protection Training Instructor's Guide and Student Materials*.

(2) All senior members will be screened in accordance with CAPM 39-2, *Civil Air Patrol Membership*, and complete the Cadet Protection Training Program (CPPT) before working with cadets (See CAPR 50-17, *CAP Senior Member Training Program*). Members who have not completed the screening process (received the leadership code "A" on the monthly membership listing) will not be permitted to act as the primary supervisor at cadet activities or associate with cadets in any way without the in-person supervision of a senior member who has completed the screening process (see CAPR 52-10, *Cadet Protection Policy*).

i. Age separation. Commanders and project officers should be aware that there are differences between younger and older cadets which warrant consideration when planning activities, especially during personal events, such as sleeping and showering. For example, cadets sharing a room or tent should be billeted with other cadets close to their own age, when possible.

j. Drug Demand Reduction. CAP has a comprehensive Drug Demand Reduction (DDR) Program. This program has been chartered with the responsibility to make the CAP an environment that promotes and supports education, community involvement, social responsibility and respect for individuals. The DDR program supports the "Air Force Family" through CAP units within 30 miles

of an Air Force installation. This program has evolved into four areas:

- (1) Youth initiatives.
- (2) Education and training.
- (3) Adopt-A-School Program.
- (4) Community service activities.

Refer to CAPP 55, *Drug Demand Reduction Program*, for details about this effort. This information is also available on the national CAP web site (www.cap.af.mil).

k. Cadet Sponsor Member. The cadet sponsor member (CSM) is a membership category for parents who want to be more involved in their cadet's unit.

(1) CSMs will assist their unit's cadet program by providing adult supervision, overnight chaperons, transportation, and any other CADET-related task deemed necessary and proper by the unit commander.

(2) CSMs will pay annual national membership dues. They are exempt from paying other dues. The CSM should apply using CAPF 12, *Application for Senior Membership in Civil Air Patrol*, annotated in red across the top, "Cadet Sponsor." The CAPF 12 should also note the full name and serial number of the cadet(s) that he or she is sponsoring. A FD-258, *FBI Applicant Fingerprint Card*, will need to be submitted with the application to HQ CAP/DP. Once the application is approved, the CSM will receive a specially annotated membership card and a special blazer-style nametag.

(3) CSMs will be a parent, grandparent or legal guardian of an active CAP cadet and their membership terminates when the cadet's membership terminates. They will be assigned to the same unit as the cadet. They will complete the senior member Level I and Cadet Protection Program training programs before associating with the cadets. They may drive a corporate vehicle after obtaining proper CAP licensing. They may ride on military or CAP transportation to events in support of their function. CSMs **will not** act as crew members of CAP or privately owned aircraft in support of CAP events.

(4) CSMs may wear any of the CAP distinctive uniforms if desired (and approved by the unit commander). However, CSMs **will not** wear the Air Force style uniform. CSMs will not earn CAP grade, awards or decorations.

Chapter 2

PROGRAM ADMINISTRATION

2-1. The local unit normally meets weekly for approximately 2½ hours. The cadet staff, with senior member guidance, plans the program.

a. Agenda. Although program elements may vary, these elements should be incorporated into the cadet's monthly unit schedule:

- (1) Moral leadership forum
- (2) Cadet physical fitness training
- (3) General safety briefing
- (4) Aerospace education
- (5) Operations/emergency services
- (6) Leadership laboratory
- (7) Testing

b. Attendance. Regular and active participation in the local unit is required. Excessive unexcused absences may be cause for termination from CAP (See CAPR 35-3, *Membership Termination*). Any school-related activity is considered an excused absence. Cadets are responsible for notifying the unit about school activities in advance. School-related absences do not excuse a cadet from needing to complete the achievement requirements.

2-2. Introduction into the cadet program is a two-step process: Orientation and Membership. The orientation process is where the prospective cadet becomes acquainted with the procedures, requirements and goals of CAP. The membership process is where the prospective cadet applies for membership.

a. Orientation. The orientation process should introduce potential cadets to CAP and present an overview of the cadet program. Refer to CAPP 52-9, *CAP Cadet Orientation Course (Volumes 1, 2 and 3)*, which provides for an excellent orientation program that your unit should use.

(1) The local unit should assign a cadet mentor for each potential cadet. This mentor will accompany the potential cadet during the meetings, introduce the individual to squadron personnel, assist in the orientation and generally make the potential cadet feel welcome.

(2) The unit should demonstrate an active, worthwhile program, in which the new cadet will want to participate.

(a) The first meeting is crucial. At this meeting, the cadet is especially sensitive to first impressions. Accordingly, the welcome will be warm and sincere, the mentor competent and alert, and the material interesting and challenging.

(b) The cadet's parents should be invited to the first meeting. Parents should meet with the squadron commander (or deputy commander for cadets) personally to have any questions answered. The squadron commander may assign the cadet public affairs officer, or other qualified member, to present a brief introduction of CAP to the parents.

(3) The squadron commander may assign the deputy commander for cadets or the cadet commander the task of continually analyzing the effectiveness of these

orientations and to make recommended changes to the commander.

b. Membership. Potential cadets may apply to join the cadet program at any time by making a formal application for membership using CAPF 15, *Application for Cadet Membership in Civil Air Patrol*. The initial membership fee includes the cost of texts and study materials required for the initial part of the cadet program.

(1) The squadron commander may delegate the responsibility for ensuring that the cadet membership application is complete before the cadet submits the application to the Unit Membership Board (See CAPR 39-2, *Civil Air Patrol Membership*).

(2) After the Unit Membership Board approves the application, and the squadron commander concurs by signing the application, the new cadet sends the application and fee to HQ CAP/DP.

(3) The squadron commander will follow the guidelines found in CAPR 39-2 in initiating the active records for those approved by the Unit Membership Board.

(4) Cadets are officially members of CAP when HQ CAP/DP has processed their application and their name appears on the national cadet database. Unit commanders can check the national CAP web site (www.cap.af.mil) to see if the cadet's application has been processed. The CAP Bookstore will send the new member the Phase I and Phase II study material packet and CAPF 59-1, *Phase I and II Certification*. This form will be placed in the cadet's personnel records until phase completion.

2-3. Progression.

a. Each achievement in the cadet program will be completed sequentially. The progression of the cadet program is shown in Figure 2-1. Cadets can complete Achievement 1 any time after the date joined. All other achievements require a minimum 60-day separation between completion of each of the achievements (except as noted in Chapter 6 for JROTC).

(1) The Mitchell Award will not be completed earlier than 16 months from the join date.

(2) The Earhart Award will not be completed earlier than 24 months from the join date.

(3) The Eaker Award will not be completed earlier than 36 months from the join date.

(4) The Spaatz Award will not be completed earlier than 36 months from the join date.

b. Commanders should encourage the maximum use of their cadets both in planning and conducting the cadet program. Senior members have the responsibility to ensure that adult leadership and supervision is provided in order for the cadets to achieve their missions and goals.

c. The written and performance requirements of each achievement will be accomplished before the squadron commander (or deputy commander for cadets) signs the achievement completion forms (CAPF 59,

Phases I, II, III and IV Certifications, and CAPF 66, *Cadet Master Record*).

d. CAPR 50-4, *Test Administration and Security*, governs all tests. Unit commanders may order the original Mitchell and Earhart Award exams from HQ CAP/CPR using CAPF 55a, *Request for Examination*, if your unit does not have a set. Also, units may make a reasonable number of copies of the Leadership and Aerospace Education test booklets and the answer keys as long as test control procedures found in CAPR 50-4 are followed. Each copy made of the test will be sequentially numbered and inventoried.

e. Each unit will submit a CAPF 53, *Signature Verification Card*, to HQ CAP/CPR. A new card will be sent to National Headquarters when there is a change in any of the positions noted on the form.

f. The squadron commander, or deputy commander for cadets in a composite squadron, may sign the unit commander's block on CAPF 59-1, CAPF 59-2 and CAPF 59-3. A copy of this form should be maintained in the unit's files. The CAPFs 59 may be reproduced locally.

g. It is the cadet's responsibility to ensure that the completed CAPFs 59 are sent to HQ CAP/CPR. Individuals may fax the CAPFs 59 to HQ CAP/CPR (fax: 334.953.6699). It is the cadet's responsibility to mail the cadet phase packet orders directly to the CAP Bookstore.

h. The milestone awards (Mitchell, Earhart, Eaker and Spaatz) are not official until National Headquarters verifies the CAPFs 59 and inputs the information into the national cadet database. Cadets may check the national CAP web site (www.cap.af.mil) to see if their award is posted. The CAPFs 59 are kept on file at National Headquarters for 3 years.

i. Squadron commanders may grant oral testing, as the situation warrants, using common sense and good judgement.

j. Squadron commanders will provide opportunities for cadets to test for their achievements **at least** every 30 days.

k. Cadets who fail to progress in the cadet program by completing at least two achievements per year may be terminated from the program (see CAPR 35-3).

l. Squadron commanders, or the people the commander designates, will evaluate a cadet's progression through each phase by using the CAPF 50, *Cadet Progression Evaluation*.

m. The *Cadet Progress Charts* (see Figures 2-2 and 2-3) are designed for squadron use in tracking cadet progress.

n. There are several CAP forms used in the cadet program. These include, but are not limited to, those shown in Figure 2-4.

o. There are several CAP regulations and pamphlets used in the cadet program. These include, but are not limited to, those shown in Figure 2-5.

p. The CAPF 66, *Cadet Master Record*, and CAPF 66a, *Cadet Physical Fitness Test Scorecard*, serve as a record of cadet accomplishments and will be established when a cadet joins the unit. When a cadet is transferred to another unit, commanders should carefully review these

records for accuracy and completeness. If, during transfer, a cadet has partially completed some elements of an achievement, the commander will record these accomplishments in the "Program Requirements" section of CAPF 66. All records will be treated in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*, and CAPM 39-2, *Civil Air Patrol Membership*.

q. Cadets are eligible to participate in some of the Air Force Institute for Distance Learning (formerly called ECI) correspondence programs for CAP after receiving their Mitchell Award. See Figure 2-5, which includes a list of the ECI courses cadets may take.

r. Commanders may check their unit's national records at any time through the national CAP web site (www.cap.af.mil), which is updated daily. Errors with the on-line cadet awards may be corrected by e-mailing cpr@cap.af.mil, or by faxing HQ CAP/CPR (fax: 334.953.6699), with the supporting documentation (see CAPM 39-2, *Civil Air Patrol Membership*, for guidelines on correcting other data). If your unit no longer requires the monthly printed records, please notify HQ CAP/MS so they may remove you from the distribution list.

s. The Mitchell Award marks the completion of Phase II, the Earhart Award marks the completion of Phase III and the Eaker Award marks the completion of Phase IV. These phases are not completed until National Headquarters credits these milestone awards.

2-4. Phase I. The Learning Phase involves three achievements. Progression begins when the cadet's name appears on the national CAP web site.

a. Cadets will not wear the CAP uniform unless they fully comply with CAP dress and grooming standards. Full compliance is required before Achievement 1 is completed.

b. Cadets should complete the self-study portion of the first three achievements. Each achievement is named to bring attention to CAP and aeronautical achievements:

Curry – Civil Air Patrol's first National Commander

Arnold – US airpower development

Wright – Development of heavier than air flight

c. The physical fitness requirements include successfully completing the Cadet Physical Fitness Test as outlined in CAPR 52-18. Cadets will need to pass the CPFT for every achievement.

d. Leadership training deals primarily with the military-style leadership aspects of cadet life. Tests, based upon the *Leadership: 2000 and Beyond* text, will need to be passed with a grade of 70% or higher. The squadron commander may allow having these tests corrected to 100% by going over the questions missed with a cadet officer or senior member. Records should indicate what the cadet originally scored to evaluate their ongoing performance. The practical exercises found in the *Leadership 2000* text will also need to be passed.

e. Aerospace education is introduced in this phase. Aerospace education is a combined self-study and group-study program. For this phase, the chapter tests do not have to be taken sequentially, but all tests will need to be

taken. The aerospace education untimed, closed-book tests will need to be passed with a grade of 60% or higher. Once passed, the tests will be corrected to 100% by going over the questions missed with the AE mentors. Records should indicate what the cadet originally scored to evaluate their ongoing performance. **NOTE:** The 60% passing standard is an interim standard until the arrival of the new aerospace education texts. The standard will then return to 70%, correctable to 100%.

f. Moral leadership is introduced in this phase, and the cadet's active participation is required. Cadets will only receive credit for participation in moral leadership for their current achievement.

g. A *Phase I Certificate of Completion* should be awarded at the completion of this phase (use Attachment 1). This certificate will be locally reproduced. Do not send completed copies of this certificate to National Headquarters. National Headquarters does not stock this certificate. However, the certificate is available on the national CAP web site (www.cap.af.mil).

h. A new cadet grade is earned when the cadet completes each achievement and the squadron commander (or deputy commander for cadets) signs the CAPF 59-1.

2-5. Phase II. The leadership phase involves five achievements. As with Phase I, each achievement is named to bring attention to aeronautical and aerospace achievements:

Rickenbacker – Flying skills

Lindbergh – Long-range flight and charting skills

Doolittle – Blind flight

Goddard – Rocket design

Armstrong – Space exploration

a. Physical fitness and squadron activity participation continues with the same criteria as found in Phase I.

b. Moral leadership training continues. Cadets will serve as a recorder once and discussion leader once during this phase and Phase III.

c. Aerospace education continues using the same criteria found in Phase I. Cadets will complete the remaining chapter tests not completed in Phase I. Starting with Achievement 8, the cadet will also serve as an aerospace mentor to the cadets studying their Phase I or Phase II aerospace materials. A guide to being a mentor is found in CAPP 52-6, *Mentoring*.

d. Leadership training continues using the same criteria found in Phase I. Drill is an inherent part of every cadet's training and is required in the leadership portion of this phase. Every unit has an opportunity to demonstrate their skills by participating in wing, region and national competitions.

e. For the cadet chief master sergeant (C/CMSgt) grade (Achievement 8), in addition to the AE mentoring requirement, the cadet will write a 300- to 500-word essay and present to the unit a 5- to 7-minute speech on one of the following topics (see Figure 2-6, Grading Critique, for help in evaluating the writing and speech assignments):

(1) Identify a historical leader and compare or contrast your leadership "style" to this leader's "style."

(2) Assess the importance of history to being a leader of today.

(3) Describe the difference between "follower-ship" and "leadership."

(4) Describe how the Air Force's (or CAP's) Core Values have influenced your leadership "style."

f. Participation in an encampment (see Chapter 5) and a passing score on the comprehensive Mitchell exam are required to complete this phase.

g. For the **General Billy Mitchell Award**, the cadet will pass the comprehensive aerospace and leadership closed-book, timed 1½-hour test with a grade of 80% or higher. When the cadet's Mitchell Award is posted at the national CAP web site, the cadet may wear the cadet second lieutenant (C/2d Lt) grade. After this award is recorded, the cadet may apply for CAP scholarships (see Chapter 4). If the cadet should eventually choose to enlist in the United States Air Force, the grade of E-3 will be awarded upon enlistment (AETCI 36-2002, Chapter 2, Table 2.1).

2-6. Phase III. The command phase consists of three achievements: flight commander, administrative officer and public affairs officer. In this phase, the cadet is expected to demonstrate qualities of command. Progress through this phase is recorded on CAPF 59-2, *Phase III Certification*, which is included in the Phase III package.

a. Leadership, physical fitness, squadron activity participation and moral leadership training continue with the same criteria as found in Phase II.

b. Aerospace education mentoring continues using the same guidelines of the previous phase. In addition, each achievement in Phase III requires completing chapter review tests based upon two chapters of the designated aerospace text. These tests will be taken sequentially.

c. The cadet will become familiar with the duties of the respective staff positions (See CAPP 52-14, *Staff Duty Analysis Guides*). The cadet will write about each position in the *Staff Duty Analysis* (SDA) for this phase and will satisfactorily fulfill at least one of the three staff positions of Phase III. Squadron commanders may assign more than one cadet to these positions. The squadron commander, or designated individual, will grade each SDA essay for grammar, organization and content, as applicable for the staff position, before approving the written analysis (see Figure 2-6, Grading Critique, for help in evaluating the writing assignment).

d. For the **Amelia Earhart Award**, the cadet will pass the comprehensive aerospace education and leadership closed-book, timed 1½-hour test with a grade of 80% or higher. When the cadet's Earhart Award is posted on the national CAP web site, the cadet may wear the cadet captain (C/Capt) grade. After this award is recorded, the cadet is eligible to apply (at age 17) for the International Air Cadet Exchange (IACE) Program (see Chapter 4).

CADET PROGRESS CHART THROUGH MITCHELL

[illegible]